

Zahraa Ali Al-Jaafar CV

Personal Information

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Objective

To be an effective member in the institution through hard work, teamwork and continued skills improvement to achieve the company view and vision.

Education

- 2016-2019: Diploma, Business Accounting, at Lincoln College.
- 2017-2018: Associate Diploma, Business, at Lincoln College.

Experience

- Receptionist: Health Center in Safwa, May- July 2018

Duties:

- Customer service.
- Record information accuracy in the system.

- Insurance: Shifa Medical Center in Ras Tanura, May-June 2019

Duties:

- Prepare all documentation in order for different insurance credit companies before attachment clinically review invoices for completeness
- Update reviewed invoice with needed documentation if any queries.
- Provide the supervisor with fully completed invoice before submission to insurance physician for medical review.

- Accounting: Shifa Medical Center in Ras Tanura, May-June 2019

Duties:

- Bank Reconciliation.
- Close Cash Book daily.
- Organize each entry also record it in the system.

- Accounting: Kass International Contracting Co. Ltd. July2019-Present

Duties:

- Record entry in the system (SMACC program).
- Make VAT report monthly.
- Checking the payroll and timesheet monthly.
- Treasury management.

Certificate

- 2015-2016: Pet language certificate GPA (138/170), Lincoln College.
- Completed English head start course at the international technical female college at Qatief. At 24/08/2017

Skills

- IT skills: Word, PowerPoint, Excel, And Access: Intermediate.
- Languages: Arabic: Fluently, and English: Intermediate.
- Communication Skills.
- Time management skills.
- Hard working.

Personal Interest

- Drawing
- Reading
- Editing videos and photos

References

- Ayesha Adam, Teacher in Lincoln College, Aadam@lincolnksa.com .
- Fatimah Khuwaildi, Pharmacist at Health Center in Safwa, +96656514408.
- Kawther Jaffar AlHaiki, Insurance Officer at Shifa Medical Center, +966541758544.
- Hassan Saad Mohamed, Accountant at Shifa Medical Center, +966560875666.
- Mahmoud Fathi Mahmoud, Chief Accountant at Kass international Contracting Co. Ltd., +966500061508